

ROUTING AND TRANSMITTAL SLIP

Date

15 FEB 1985

| TO: (Name, office symbol, room number, building, Agency/Post) | | Initials | Date |
|---|--|------------------|------|
| 1. EO/DOA | | EM | 19-2 |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. DOA Registry (file) | | J | 19-2 |
| Action | File | Note and Return | |
| Approval | For Clearance | Per Conversation | |
| As Requested | For Correction | Prepare Reply | |
| Circulate | <input checked="" type="checkbox"/> For Your Information | See Me | |
| Comment | Investigate | Signature | |
| Coordination | Justify | | |

REMARKS

attached is file copy of letter which answers a 28 January suspense. Letter was prepared by [redacted] in coordination w/DOA/CMA. (per [redacted] 108)

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

| | |
|--|----------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
| | Phone No. |

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

Central Intelligence Agency



Washington, D. C. 20505

DD/A Registry

85-0050/A

31 Jan 85

Ms. Priscilla L. Levinson, Acting Chief
 Presidential Management Intern Program, Room 7H34
 Workforce Effectiveness and Development Group
 U. S. Office of Personnel Management
 1900 E Street, N. W.
 Washington, D. C. 20415


20-1

Dear Ms. Levinson:

Thank you for your letter inquiring as to the Agency's participation in the 1985 Presidential Management Intern Program. As you know, we support the principles and efforts of this program and believe it offers tangible benefits to both the selected candidate and the various federal organizations. We have attached an estimate of our FY 85 intern requirements as well as a synopsis of the candidates' duties and responsibilities, including location of employment and processing procedures to be followed before any candidate can enter on duty.

Again, we appreciate the opportunity to participate in the Presidential Management Intern Program.

Sincerely,


 Robert W. Magee
 Director of Personnel

Attachment

 STAT DA/OP/E  gmc (29 Jan 85)

Distribution:

- Orig - Addressee
- 1 - DDA/CMO
- ① - D/OP
- 1 - DD/E Chrono

1 - E.C.

CENTRAL INTELLIGENCE AGENCY

| | | |
|------------------------------|-------|---|
| Number of Positions for 1985 | PMI's | 2 |
| Number of Positions for 1984 | | 0 |
| Number of 1983 Employed | | 1 |

The Central Intelligence Agency is responsible for collecting, evaluating, and reporting on foreign intelligence. The PMI will serve as a general administrative officer and will report to the Career Management Officer of the Directorate of Administration. During the first year of internship, the PMI will attend formal CIA courses and will receive developmental work experience in the areas of personnel, budget, finance, logistics and security. During the second and third years, the Intern will be assigned overseas for further development. Upon successful completion of the internship, the PMI will be accepted as a member of CIA's Administrative Career Service and will be eligible for competitive promotion to GS-12.

We seek candidates with a strong interest in the administrative area, as demonstrated by undergraduate majors in such disciplines as Business or Public Administration. Interest in extended periods of overseas assignment is essential. Overseas living experience and foreign language capability are desirable although not required.

SUMMARY OF 1984 POSITIONS

| | <u>POSITION</u> | <u>NO.</u> | <u>REQUIRED EXPERTISE (IF ANY)</u> | <u>LOCATION</u> | <u>CONTACT</u> |
|------|-----------------|------------|---|-----------------|--|
| STAT | Admin Officer | 2 | General admin, personnel, accounting, resource management | Wash., D.C. | <div style="border: 1px solid black; width: 100px; height: 40px;"></div> |

AGENCY CONTACT

STAT PMIP COORDINATOR:

AGENCY GUIDANCE TO PMI FINALISTS

Upon selection, a detailed Personnel History Statement must be completed for use in the necessary security investigation, which takes about 90 days. A complete medical examination and security interview must be completed at Agency expense in Washington.

In view of the processing time required, interested Interns are urged to make contact with the Agency Coordinator as early as possible.

ROUTING AND TRANSMITTAL SLIP

3 Jan 85

EXECUTIVE SECRETARIAT

TO: (Name, office symbol, room number, building, Agency/Post)

Sanitized Copy Approved for Release 2010/10/22 : CIA-RDP88G00186R000300380033-6

SLIP

| | | | |
|----|-------------|--|--|
| 1. | D/PERSONNEL | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

| | | |
|--------------|----------------------|------------------|
| Action | File | Note and Return |
| Approval | For Clearance | For Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

#1 - FOR ACTION

(PLS PREPARE DIRECT RESPONSE)

SUSPENSE: 28 JANUARY 1985

CC: DDA/CMO

| TO: | | ACTION | INFO | DATE | INITIAL |
|-----|-----------|--------|------|------|---------|
| 1 | DCI | | | | |
| 2 | DDCI | | | | |
| 3 | EXDIR | | X | | |
| 4 | D/ICS | | | | |
| 5 | DDI | | | | |
| 6 | DDA | X | | | |
| 7 | DDO | | | | |
| 8 | DDS&T | | | | |
| 9 | Chm/NIC | | | | |
| 10 | GC | | | | |
| 11 | IG | | | | |
| 12 | Compt | | | | |
| 13 | D/Pers | | X | | |
| 14 | D/OLL | | | | |
| 15 | D/PAO | | | | |
| 16 | SA/IA | | | | |
| 17 | AO/DCI | | | | |
| 18 | C/IPD/OIS | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |

SUSPENSE

Date

Remarks

Note:

To # 6: For direct response, please.
Requested by 28 Jan 85.

occurrences, disposals, per EO/PAO.

Room No.—Bldg.

Phone No.

Standard Form 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.606

★ GPO : 1983 O - 381-529 (301)

Executive Secretary
2 Jan 85

Date

3637 (10-81)

We did not receive. 2/12/85

1406



United States
**Office of
Personnel Management**

Washington, D.C. 20415

Executive Registry**84-10134****DD/A Registry****85-0050**

In Reply Refer To

Your Reference

DEC 28 1984

William J. Casey
Director of Central Intelligence Agency
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

The Presidential Management Intern Program (PMIP) is now entering its eighth year. The purpose of this letter is to request from you a hiring estimate for new Interns in your agency.

In late May, 1982, President Reagan signed Executive Order 12364 which reconstituted the Presidential Management Intern Program. This Executive Order expands the academic degree eligibility to cover additional graduate programs concerned with the analysis and management of public programs and policies. In addition, it states that selection procedures shall provide for actions to assure equal employment opportunity and for the application of appropriate veterans' criteria.

Screening of 1985 nominees will be conducted in January and February with finalists expected to be announced in March. During the next several months we will work closely with your agency's PMIP coordinator, since the coordinator's role is key to the Program's success in your agency in terms of hiring Interns and assuring a high quality internship experience.

To help us prepare for next year's Program, I am asking that you provide to the PMIP office an estimate of the number of new Interns your agency expects to hire in 1985. This estimate should include the types of positions in which Interns will be placed as well as an indication of which positions are located at headquarters in the Washington, D.C. metropolitan area and which positions are at given locations in the field. Hiring under the Presidential Management Intern Program must be accomplished within existing agency employment ceilings.

Attached is a copy or sample of the information submitted last year. Please have the information updated and any desired changes or modifications made. We would appreciate receiving the information by January 28, 1985 so that the Job Handbooks for PMI finalists can be prepared in a timely manner.

DCI
EXEC
REG

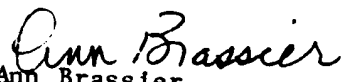
CON 114-24-3
January 1980

2

The information should be sent to:

Priscilla L. Levinson, Acting Chief
Presidential Management Intern Program, Room 7H34
Workforce Effectiveness and Development Group
U.S. Office of Personnel Management
1900 E Street, N.W.
Washington, D.C. 20415
Phone# (202)254-6080

Sincerely yours,


Ann Brassier
Assistant Director
Office of Training
and Development

cc: Agency PMI Coordinator(s)
OPM Regional PMI Coordinators

| CENTRAL INTELLIGENCE AGENCY | |
|------------------------------------|---|
| Number of Positions for 1984 PMI's | 2 |
| Number of 1983 Employed: | 1 |
| Number of 1982 Employed | 1 |

The Central Intelligence Agency is responsible for collecting, evaluating, and reporting on foreign intelligence. The PMI will serve as a general administrative officer and will report to the Career Management Officer of the Directorate of Administration. During the first year of internship, the PMI will attend formal CIA courses and will receive developmental work experience in the areas of personnel, budget, finance, logistics and security. During the second and third years, the Intern will be assigned overseas for further development. Upon successful completion of the internship, the PMI will be accepted as a member of CIA's Administrative Career Service and will be eligible for competitive promotion to GS-12.

We seek candidates with a strong interest in the administrative area, as demonstrated by undergraduate majors in such disciplines as Business or Public Administration. Interest in extended periods of overseas assignment is essential: overseas living experience, and foreign language capability are desirable although not required.

SUMMARY OF 1984 POSITIONS

| POSITION | NO. | REQUIRED EXPERTISE (IF ANY) | LOCATION | CONTACT |
|---------------|-----|---|-------------|---------|
| Admin Officer | 2 | General admin., personnel, accounting, resource management. | Wash., D.C. | |

AGENCY CONTACT

PMIP COORDINATOR: [REDACTED]

AGENCY GUIDANCE TO PMI FINALISTS

Upon selection, a detailed Personnel History Statement must be completed for use in the necessary security investigation, which takes about 90 days. A complete medical examination and security interview must be completed at Agency expense in Washington.

In view of the processing time required, interested Interns are urged to make contact with the Agency Coordinator as early as possible.